



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

### MAINTENANCE SPECIALIST (BIKE PATH) PARKS & RECREATION DEPARTMENT

**POSTING DATE:** July 30, 2013

**RATE OF PAY:** \$20.09/hr

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** August 12, 2013

**POSITION STATUS:** Limited Service Full Time

**CLASSIFICATION GRADE:** 15

#### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

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This position is responsible for assisting the General Foreman of the Grounds Maintenance Program, within the Park Maintenance and Operations Division, for coordination of maintenance and repair of 7.5 miles Burlington Bike Path, as well as 15 miles of accessory trails throughout Burlington's public lands. Under the supervision of the General Foreman, the position's primary responsibilities include assistance in providing basic grounds maintenance functions to the trails including responding to requests for service; performing and coordinating trash removal; supporting special and regular events; supervising seasonal employees and volunteers; developing, processing and completing daily, monthly and annual work plans; managing a budget and maintenance supply inventories; maintenance of amenities such as signage, benches, trash receptacles, bike racks, lighting, etc.; and various miscellaneous duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

- Performs general park and trail maintenance such as mowing, trimming, landscaping and debris removal.
- Performs masonry, asphalt, and concrete repair as required.
- Responsible for the installation, maintenance and operation of amenities including signage, benches, trash receptacles, fencing, statues, public art, monuments etc. along the Path.
- Develop and present an annual operating budget for the Bike Path budget.
- Develop and maintain an operational plan and maintenance schedules, obtain price quotes and proposals, monitor contracts, and prioritize review/comment on needed improvements along the Path.
- Assist in developing, processing, and maintaining relevant documents: maps, inventory, memos, reports, letters, minutes, agendas and other; assemble materials and coordinate office functions to meet deadlines and maintain organized filing system, both digital and paper.
- Maintain and communicate staff schedule and calendar.
- Attend department commission, stakeholder, City Council, and public meetings as required.
- Operate and maintain mechanical equipment including chain saw, chipper, lawn mowers, weed wackers, leaf blowers, and the like to perform vegetation management.
- Operate and maintain facility related power equipment including table and skill saw, routers, etc.
- Working understanding of arboricultural best management practices including tree removal, tree pruning and pest management.
- Working understanding of trail maintenance best management practices including trail drainage and water management, trail and path clearances, trail surface maintenance etc.
- Operate and maintain pick-up truck(s) and landscape trailer(s) to haul equipment to and from job site location.
- Assist in supporting improvement and repair projects along path/trail with City staff, consultants, contractors, and the community.
- Repair and maintenance of hard scape landscape features such as pavers, asphalt, brick, and stone.
- Perform regular on-site inspections to ensure safety and successful completion of maintenance tasks.
- Assist General Foreman in coordinating grounds maintenance annual work plan.
- Support the development of master plans and management plans, including preliminary site assessments, project proposals, alternative development analysis, feasibility, and cost estimates.
- Support the development of grant applications for project funding and the management of these resources when funded.
- Create daily, weekly, monthly and annual work plans, prioritize tasks as necessary, and communicate regarding complaints, suggestions and feedback from the public;
- Other duties as required.

## **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Associate Degree in Construction Management, Landscape Construction, Parks Management, Arboriculture and/or Urban Forestry; or three years of experience in a related maintenance field with minimum of one year direct experience in park/public facility management and/or maintenance.
- Working knowledge of small engine operation repair and preventative maintenance.
- Ability to communicate effectively and professionally both orally and in writing.
- Demonstrated experience in managing a maintenance program, establishing maintenance practices, and protocols.
- Ability to plan, develop, implement procedures and make decisions on priority and scheduling of maintenance work
- High level of proficiency with Microsoft Outlook, Word and Excel; experience with GIS/ARC View mapping software
- Ability to prepare reports, recommendations, and communicate effectively.
- Ability to establish/maintain effective working relationships and clearly communicate with utility managers, City staff, stakeholders, event producers and the general public.
- Ability to mediate conflicts related to maintenance and operations along the Bike Path and trail network.
- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
- Ability to learn and understand applicable federal, state, and local rules, regulations and laws related to maintenance on public lands.
- Ability to complete multiple projects and meet deadlines required.
- Ability to work in all climate conditions typical of Burlington, VT.
- Ability to lift 50 lbs. and stand for long periods of time, bending and stooping frequently.
- Ability to work both independently and as part of a team.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to obtain and maintain a valid State driver's license required.
- Possession of a current and valid or ability to obtain a Vermont Pesticide Applicator's License, Categories 3b within 6 months of employment.

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**To Apply: Submit cover letter, resume and a City of Burlington Application by August 12, 2013 to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**